



FOOTHILL COLLEGE

Professional Development Committee Meeting

MINUTES

Date: 10/01/15

Time: 12:30 p.m. – 1:30 p.m.

Location: Altos Room (2019)

Attending

Jeff Anderson, Judy Baker, Patti Chan, Kathleen Duncan, Heather Garcia, Carolyn Holcroft, Akemi Ishikawa, Andrew Lamanque, Tiffany Rideaux, Paula Schales, Karen Smith, Ben Stefonik

Agenda Items

1. Introductions & Announcements
2. Oct. 9 PD Day details (catering & table set up; guest speaker hospitality; attendance sheet; signs for classroom doors; marketing)
3. Oct. 22 PD Day details (catering & table set up; guest speaker hospitality; attendance sheet; marketing)
4. Update about proposed full time PD coordinator position (Holcroft/Lamanque)
5. Preparation of Professional Development Plan
6. Planning for Winter PD Day

Discussion Detail

1. Introductions & Announcements
 - Committee members went around the room and introduced themselves.
 - Draft minutes from the previous meeting will be provided at a later date for the committee to review and approve.
 - A list of committee members and their email addresses will be made available to committee members.
2. Oct. 9 PD Day details (catering & table set up; guest speaker hospitality; attendance sheet; signs for classroom doors; marketing)

The Professional Development Day details for 10/9 were reviewed.

 - The guest speaker stipend is covered.
 - Rooms have been reserved.
 - Catering has been ordered.
 - Signs have been made.
 - Patti Chan, Heather Garcia, Akemi Ishikawa and Paula Schales will meet

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- at 7:30am for catering set up, sign posting, unlocking of doors, etc.
- Ben Stefonik will handle guest speaker hospitality. Ben will pick the speaker up from the hotel and deliver the introduction for this session.
 - Akemi Ishikawa will provide an attendance sheet for each session. Names of registrants will be listed on the attendance sheet for the keynote only.
 - Committee members will check rooms before and after for cleanliness, make sure the projector is off and collect attendance sheets.
 - Ben Stefonik will take care of handouts for all sessions with the exception of Jeff Anderson's session. Jeff will take care of his own handouts. Committee members were reminded to keep track of all expenses to ensure all costs for the event is paid by the PDC budget.
 - Akemi Ishikawa will send surveys and certificates to attendees.
 - Judy Baker will compile survey results and report to PDC.
3. Oct. 22 PD Day details (catering & table set up; guest speaker hospitality; attendance sheet; marketing)
- The Professional Development Day details for 10/22 were reviewed.
 - Karen Smith will follow up on the guest speaker's stipend.
 - The Hearthside Room is currently reserved for this event, and Karen Smith has submitted a work order for tables to be delivered, but Karen will look into possible alternatives to this room.
 - Karen Smith has sent email reminders about the event, to target classified staff. The morning session is open to all, but the afternoon session is more focused on staff participation. Judy Baker will email supervisors to encourage their staff to attend.
 - Karen Smith will take care of handouts. There will be some printing done on card stock. The Classified Senate is covering the costs.
 - Akemi Ishikawa, Paula Schales and Ben Stefonik will be on hand at 8:00am for catering set up, sign posting, room access, etc.
 - Karen Smith will handle guest speaker hospitality. Karen will verify that the speaker has his parking permit, directions and knows where to meet her. Karen will also deliver the introduction for the speaker.
 - Akemi Ishikawa will provide an attendance sheet for each session.
 - Heather Garcia will collect the attendance sheet for each session.
 - Paula Schales will do the room check at the end of the day.
 - Akemi Ishikawa will send surveys and certificates to attendees.
 - Judy Baker will compile survey results and report to PDC.
4. Update about proposed full time PD coordinator position (Holcroft/Lamanque)
- The Student Success and Retention Team's proposed new position of Professional Development and Mentoring Program Coordinator was presented to PDC.
 - Some of the attributes of this position were highlighted:
 - Full-Time Administrator/Classified Position (TBD)

- Works with PDC to Facilitate Professional Development Opportunities
- Coordinates Mentorship Training and Campus Mentorship Efforts
- Communicates with Faculty and Works with Faculty Coordinator
- Works Closely with Programs on Campus (DRC, Veterans Center, etc.)
- 50% of this position would be dedicated to Professional Development, 40% to Mentoring, 10% to Administrative Duties and would report to the Associate Vice President of Instruction.
- It was specified that because this position was funded by Equity, the Professional Development coordination would only be in relation to events/activities that addressed equity issues. It was later explained that this position may, coordinate PD events/activities beyond those related to equity. This function is still being discussed and the final description of the position is still in development. It was made clear that this position would not substitute or replace PDC, but rather coordinate with PDC.
- There was concern voiced for redundancies. PDC members also stated they would like to see this position expanded beyond coordination of only equity PD events/activities and coordinate all PD events/activities. It was suggested that it would be more efficient for one person to be proficient in all the duties required of a PD coordinator and it would help to create a clear vision of PD for the entire campus if one person was in charge of PD.

5. Preparation of Professional Development Plan
This agenda item was tabled for a future meeting.

6. Planning for Winter PD Day
This agenda item was tabled for a future meeting.